



AGENDA
AD HOC COMMITTEE ON DIVERSITY
Friday, December 15, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Councilmember Carol Wood, Chair
Councilmember Jody Washington
Councilmember Patricia Spitzley

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
 - December 08, 2017
5. Discussion
 - A.) Review of City Boards and Commission Developing policies for inclusion on Boards
 - B.) Inclusion training January 22, 2018
6. Other
 - Updates on Participants in the Committee
7. Adjourn

Pending Opioids information from Sparrow Hospital



DATE Dec 15, 2017.

Please print

[illegible]



**MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, December 08, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall**

Call to Order

The meeting was called to order at 11:33 a.m.

Committee Members

Councilmember Carol Wood, Chair
Councilmember Patricia Spitzley
Councilmember Jody Washington - excused

Others Present

LaSondra Crenshaw, Council Staff
Tammy Lemmer – TCOA
Griffin Rivers – NAACP
Al Salas – Southside Boys & Girls Club
Julee Rodocker – Consumers Energy
Bruce McAttee – Representing US Senator Gary Peters
Dax Carpenter, Capital Area Disability Network
Brandon Waddell – Attorney's Office
Stacey Locke – Peckham
Guillermo Lopez, LLEAD/LSD
Elaine Wombaldt – Rejuvenating South Lansing
Laura L. Griffin – Peckham
Judi Harris—St. Vincent Refugee Services

MINUTES

Councilmember Wood passed the gavel to Councilmember Spitzley.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE MINUTES FROM October 27, 2017 and November 17, 2017 AS PRESENTED. MOTION CARRIED 2 - 0

Discussion:

Information on City Boards and Commission Developing policies for inclusion on Boards

Councilmember Carol Wood questioned if there was any other additional information that should be added to the application? Mr. Waddell was asked about an update regarding adding the word "other" under gender to the application. Mr. Waddell stated it's a judgment call as the word "other" could be offensive but there's no legal reason why you can't add the word other.

Mrs. Locke suggested that gender be a fill in the blank this allows the person filling out the application to put what they are comfortable with.

Mrs. Womboldt stated she spoke to someone and they would like to be able to just choose male or female. As the word "other" is offensive.

Mrs. Lemmer added that there are people that don't identify as male or female. Councilmember Spitzley stated we don't have a designation for race so why do we need one for gender.

Councilmember Wood stated that at one time boards were predominately male and we need to bring balance to the Boards. We are not allowed to use race as part of an application maybe we should remove the option for race and gender.

Mr. Lopez stated it has to do with affirmative action. Councilmember Spitzley added it is too easy for someone to point fingers. When you start assuming you get into trouble. Councilmember Wood asked should "race" could be optional? Mr. Waddell advised he will look into this

Mrs. Lemmer asked why are last four numbers of your social security number a requirement on the application. If it is to do background checks could we remove that question and once the person has been approved the administration could then ask for social security number.

Councilmember Wood asked everyone to look over the conflict of interest policy. The first line should say City of Lansing along with the first sentence that should read a Board or Commission member. Also remove last sentence in the last paragraph.

Councilmember Wood asked the group to look at policy for Boards and Commissions. And stated we should move number 11 down and make a third bullet point, because the above information comes directly from the Charter.

Councilmember Wood question whether the policy should be attached to the application so individuals would know what is expected from them. The Committee discussed how diversity could be accomplished on Boards.

Once the Committee finalized the policy we will invite Mayor Schor in and advise how we came up with these changes and request they be taken under consideration.

Ms. Rodocker asked is there anything saying how the Director or Manager should direct the Board. Councilmember Wood stated we could ask that each Board be required to do an annual report to the Council. Councilmember Spitzley added that report could include budget priorities.

Discussion:

Inclusion training January 22, 2018

Councilmember Wood discussed the Inclusion training which will take place January 22, 2018 and will be in the Chambers and on CityTV. She advised the information provided should include information about your organization and when Council looks at policy, ordinances, and budget what they should include. We will extend an invitation to Mayor Schor to have any Department Heads to attend the meeting. Committee of the Whole will be from 5:30 – 7:00 Jan 22nd. If you have a PowerPoint please get it to us early and we will provide copies to the public and City Council and also give a copy to CityTV so it can be on the screen. We will need you to get your information to us by Jan 12th. Carol stated she will provide a count by January 5th so they will have enough handouts.

Next Meetings: Friday Dec 15th
2018 Meeting:

OTHER

Updates on Participants in the Committee

Prayer Vigil Dec 21st 7pm – Mt. Hope United Methodist Church

Adjourn

Adjourn at 12:37 p.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Approved Dec 14, 2017

Policy for Boards & Commission (DRAFT) 12/15/17

Unless stated differently within the City of Lansing's Codified Ordinance or State Law, Boards & Commissions membership is as follows:

Charter 5-103

- .1 Every member of a board, commission or committee established by Charter or ordinance shall be an officer of the City and shall possess the qualifications required by this Charter for holding office.
- .2 Except as otherwise specifically provided in this Charter or State law, the Mayor shall appoint persons to all such boards, commissions and committees with the advice and consent of the Council. No such appointment shall be effective until it has been confirmed by the Council.
- .8 Each board established by this Charter shall be composed of eight (8) members. Four (4) members shall be from the City-at-large and one member shall be appointed from each of the four (4) wards of the City in the following pattern:
- .9 The members from the City-at-large shall be appointed to staggered terms, at least one of which shall expire each year.
- .10 Appointments to each board, commission and committee shall be made with regard to the diversity of Lansing citizens, their variety of interests and the experience and expertise that each can contribute to the common good of the City.

Be a registered elector in the City of Lansing (Charter Section 2-102),

Be a resident of Lansing for one year prior to taking office (Charter Section 2-102)

Not be in default to the City of at the time of taking office (Charter Section 2-103.2)

Not have been convicted, with 20 years of taking office, or a violation of the election law or any felony (Charter Section 2-103.1)

An application process is required.

- The application should be available online as well as paper copies.
- Applications should be available in City owned or leased buildings such as City Hall, Community centers, and libraries
- Once a referral from the administration is made to City Council information about the applicant will be readily available for the public
- Required to fill out Conflict of Interest Form as part of the application

Board or Commission Membership

- Board or Commission membership should be limited to two terms (8 years) to allow for a variety of citizens with various ideas and skill sets to hold seats. Also only allowed to sit on two boards maximum.
- Board or Commission membership should take into effect the following:
 - Your knowledge of the Board or Commission;
 - Passion for a particular Board or Commission;
 - Your plan as a citizen representative to engage the public for their input;
 - A desire to help shape policy;
 - Desire to donate one's professional and personal skills;

Your willingness and plan to engage with the City of Lansing's diverse population to help form policies of inclusion.

- Expectations of Board or Commission members:
 - Be on time for meetings;
 - Be familiar with the issues:
 - Review background information and the agenda and previous minutes before each meeting;
 - Participate in discussions and work assignments;
 - Be courteous to each other and to members of the public;
 - Be open and responsive to questions and concerns.
 - Engage with the public; neighborhood mtgs, etc.
 - Ethics and Inclusion training/Open Meeting Act Training
 - Any Board of Commission recommended training

CITY OF LANSING
Conflict of Interest Policy & Disclosure Statement

A conflict of interest is any situation in which Board or Commission member interferes with or influences the City of Lansing business. Examples include, but are not limited to the following examples:

1. An individual with a personal interest in the decision of the Board.
2. An individual in direct competition with another applicant for funds.
3. An individual acting as a representative of an agency, organization, business or institution being evaluated or receiving funds, or where decisions are in process of being formulated that directly influence that agency, organization, business or institution.

Printed Name: _____

Position: _____

In the past 12 months, have you worked as an employee, independent contractor or consultant for any organization doing business with the City of Lansing? If so, please list them here:

Do you or any member of your immediate family have a relationship with the City of Lansing as a vendor, contractor, consultant, etc.? If so, please describe:

Please list all outside organizations in which you or any member of your immediate family serve as a Board member, Director, Trustee or other position of authority?

I hereby attest I have disclosed all requested information regarding myself and my immediate family members. I understand I am required to complete this form on an annual basis. I also understand I must inform the City of Lansing immediately should any of my above answers change in between each annual update.

Signature

Date



OFFICE OF MAYOR
9th Floor
124 W. Michigan Ave.
517 483-4141 (voice)
517 483-4479 (TDD)
517 483-6066 (Fax)

Thank you for your interest in serving on a Lansing Board, Commission or committee. Lansing City Charter requires that every appointee to a Board, Commission or committee established by Charter or ordinance must meet the following qualifications and eligibility requirement:

Be a registered elector in the City of Lansing (Charter Section 2-102),
Be a resident of Lansing for one year prior to taking office (Charter Section 2-102)
Not be in default to the City of at the time of taking office (Charter Section 2-103.2)
Not have been convicted, with 20 years of taking office, or a violation of the election law or any felony (Charter Section 2-103.1)

1. Date: _____

2. First Name: _____ Middle: _____ Last Name: _____

3. Other names(s) by which you have been known, including maiden names:

4. Address: _____

5. City: _____ 6. State: _____ 7. Zip Code: _____

9. Email Address: _____

10. Gender _____ male _____ female

11. Ward: _____

12. Precinct: _____

13. Best phone number to contact you: _____

14. Last 4 digits of social security number: _____

15. In what year did you move to Lansing? _____

Please use "0000" if you live outside of the City of Lansing.

16. Additional information regarding experience and credentials (Please feel free to attach additional information) _____

17. Occupational Background: (Please feel free to attach additional information) _____

18. Educational Background: _____

19. Please attach a resume if available.

20. First choice for Board to serve on: _____

21. Second choice for Board to serve on: _____

22. Third choice for Board to serve on: _____

23. Please comment briefly on why you wish to serve on a particular Board or Commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the Board or Commission. _____

24. Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office.

25. Background Check Authorization*

This certification is not required, but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required.

I agree _____ I disagree _____

Please sign and date. _____ Date _____